Campus Your Way

Customizing Campus

TE1302-1, TE1302-2
TE1302-3, TE1302-4

Cathy Cuppy

Training Supervisor
Infinite Campus

Agenda

- When to customize Campus
    - Determining the need to customize

- Possible customizations
    - Campus Attribute Dictionary
    - Custom fields on Campus tabs
    - Custom tabs
    - Outline links

- Reporting custom fields

When to Customize Campus

- Custom tabs and fields
    - Collect and display district- or school-specific data
    - Can be created for any data the school/district wants to capture
- But determine need first!
    - Campus is an information system
    - You will only capture what you design to capture
    - Each new field is more work for users

Determining the Need to Customize

- Questions to ask
  - What questions is answered with the data?
  - What data is needed to answer the question?
    - These two questions ***are not the same!***
  - Is the field already in Campus?
    - Yes, then modify practice
    - No, then customize Campus ***and*** modify practice
  - Where in Campus is the best place for the field?
    - Who enters the data?
    - Where in their workflow do they capture the data?
  - Who uses the data?
    - Where can they access the data?
  - ***Is it worth it?***

Examples from Other Campus Customers

- Custom fields
    - Snow day plan
    - Address verification method (utility bill, driver's license, etc)
    - Sport/activity participation by season
- Custom tabs
    - Adviser/advisement room
    - Participation in programs that are grant funded
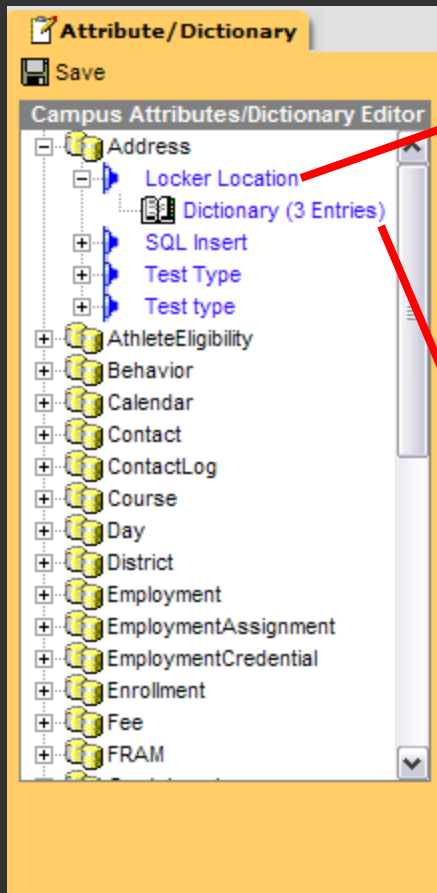   - Computer login/passwords/permissions
    - Transcripts sent to colleges

Attribute Dictionary

- Not for the inexperienced or faint of heart

- Defines choices for drop-down menus

- Sets required and copies forward behavior for that piece of data

- Serious consequences when errors are made
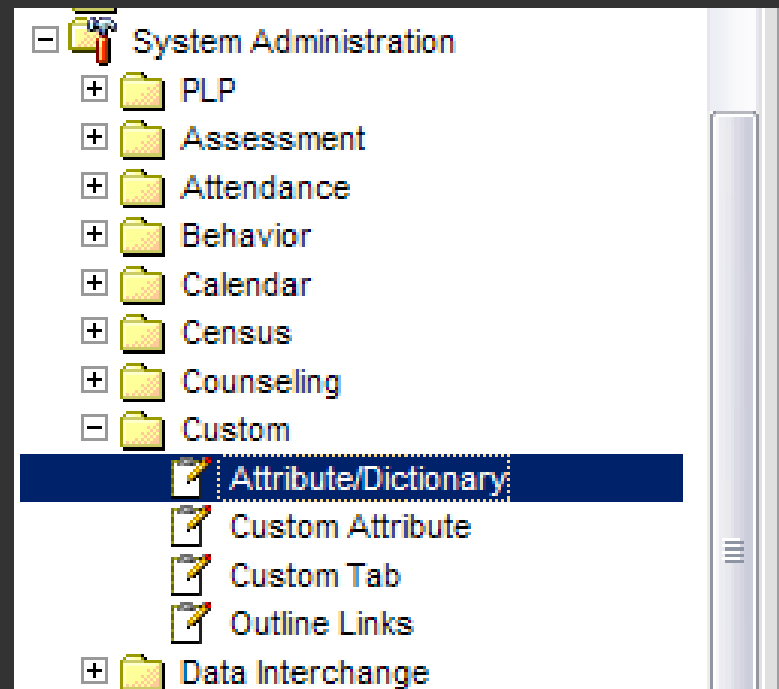
Attribute/Dictionary Structure

Attribute Detail

Dictionary Detail

Campus Tabs That Allow Custom Fields

- Address
- Athlete Eligibility
- Calendar
- Course
- Custom tabs
- District
- Employment

- Employment Assignment
- Enrollment
- Household
- Person
- School
- Section
- Transportation

Custom Fields on Campus Tabs

Path: System Administration > Custom > Custom Attribute

- Display Name
  - Label in the interface
- Field Name
  - Label in the database and in Campus Ad Hoc Reporting
- Tip
  - Choose field names that are concise yet descriptive

Custom Attributes

- Field Types
  - Choices for custom data that can be added to established areas in Campus or on custom tabs

  - Text Box
  - Drop List
  - Date field
  - Number field
  - Float field

  - Time field
  - SSN field
  - Phone field
  - E-mail field
  - Check box
  - Money field

Custom Fields – Examples and Questions

- Text field for a student's birth city
  - In Custom Attribute create the field name and where it should appear
  - What type of data should be entered?
    - Enter the number of characters that can be entered – limit is 50
  - Should this be a required field?
  - Should it be displayed on Portal?

Custom Fields – Examples and Questions

- Drop-down list tracks how student gets to/from school
    - In Custom Attribute create the display and field name
    - What object should this item appear on?
    - What data type should be entered?
    - Should a default value be entered?
    - Should this be a required field?
    - Should this information be carried forward?

Custom Fields – Examples and Questions

- Checkbox for permission to release information to military recruiter
  - In Custom Attribute what would be an appropriate display name?
  - What object should (or could) this checkbox be added to?
  - What should be the default value be?
  - Should this item be carried forward?

Custom Tabs

- Can be created in
  - Student Information>General
  - Special Ed
  - Health
  - Census>People
  - Grad Planner
  - PLP/PDP
  - Counseling
  - Portal

Creating Custom Tabs

- Path: System Administration > Custom > Custom tab

- Custom Tab Detail

  - Enter tab name

  - Use Person Tabset to designate area where the tab will appear

  - Enable Portal display if desired

  - Select tab type

    - Determines how entries display

- Once tab is created custom attributes need to be defined

Custom Tab Types: Single Screen

- Used when a piece of information is entered only once

Custom Tab Types: List Editor

- For data that may be entered more then once and is associated with a date

Custom Tab Types: Table Editor

- Used to display a number of values associated together
    - Example shows a continuum of project hours

Custom Tabs – Examples and Questions

- Teacher recommendations for courses next year used to create Campus Ad Hoc filters and course requests via the Request Wizard
  - Where should this tab appear?
  - What tab type should it be?
  - What data type should be used?
- Marking students dressed for gym and so they earn 5 points
  - Where should this tab appear?
  - What tab type should it be?
  - What data type should be used?
- Tracking awards students or teachers win
  - Where should this tab appear?
  - What tab type should it be?

Custom Links

- Links can be placed in the Index list that will easily let users access other sites while remaining in Campus
    - From the Custom folder, click on Outline links.
    - Enter the name you want to appear in the index
    - Select where you want the link to appear in the index from Parent Tool

Custom Links

- Allows users to access other sites while remaining in Campus

- Can be placed at any point in Index

- Can include district-defined label

- Can be set to open in Campus or in new window

- Can pass log-in information

- Tips

    - Establishing a consistent label will help reporting

    - Enter the complete URL for the site including http:// or https://

Custom Links Screen

Reporting Using Custom Fields

- Fields appear
  - Campus Ad Hoc Reporting Filter Designer
  - Campus Behavior Letter Wizard
  - Campus Attendance Letter Wizard
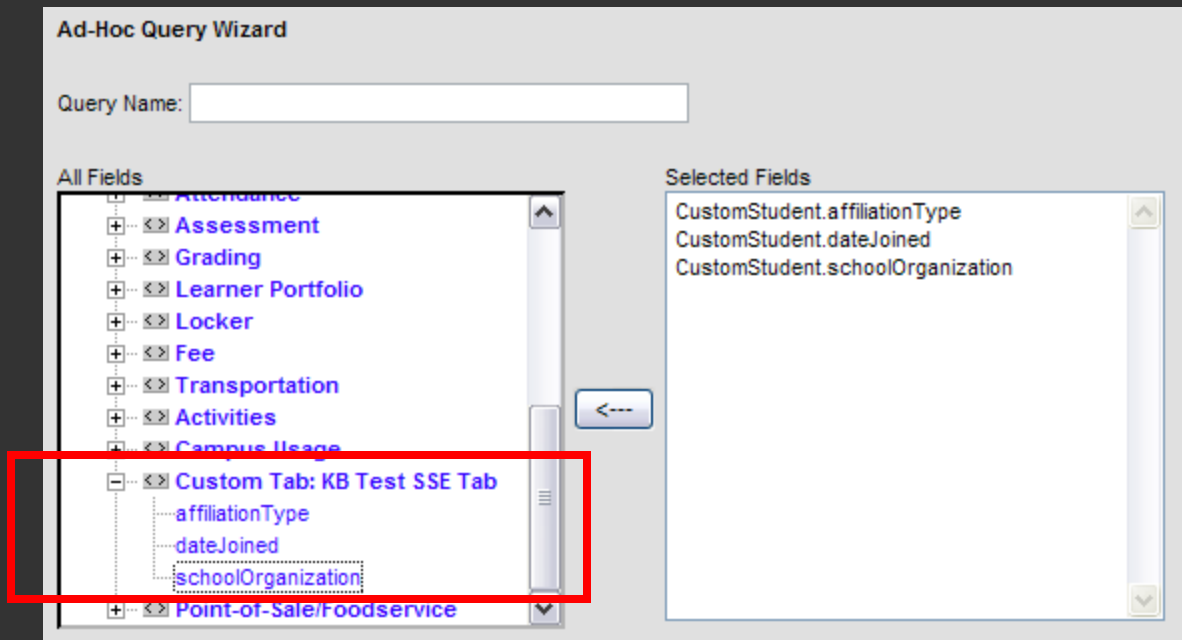
Questions & Answers

Ask, we're ready!

Learn More!

Additional training is available from Campus U

- Professional, certified trainers

- Just-in-time offerings

- Online

- In person
    - In your district
    - At Infinite Campus

Infinite Campus University